

RFP No. S00R040007
Asset Management, Physical Site Inspections

Questions and Answers

Are the inspections assigned “in aggregate”? Are 4 or 5 assigned at a time?

A. They may be assigned in groups, but they may also be assigned individually.

Is attendance at the pre-proposal meeting mandatory?

A. No.

Please provide a list of properties, address, and number of units for RFP S00R0400007. This information will help us make a more accurate price proposal.

A. We are not sure how that information will help you, since not all properties will be assigned. It will probably make more sense for you to base your price proposal on the numbers suggested on the Price Bid Sheet so your price bid will be in synch with the other bidders. We need to have a consistent base for comparison. There are about 600 properties and +/- 14,000 units but that does not reflect what will be assigned.

Is there a current incumbent for this work?

A. Yes. The current Contractor is Tidewater, Inc.

Will there be a DHCD Asset Manager with us on the inspection?

A. There may be, but usually the Contractor will deal with the Management Company and the AMO will not be there.

Regarding the form: (Exhibit 1) has a current date on it. Will the form be changed?

A. We are working on developing a new form but that one will be in use for a while.

On page 15 of the RFP, item 2. it says, “Perform a technical evaluation as part of the inspection of the mechanical systems and structural aspects of the property.”

Is the electrical system included in that evaluation?

A. Yes.

Is there a time limit for submitting questions and getting responses?

A. December 23, 2009, 4:00 p.m.

Will you distribute the list of attendees at the pre-proposal conference?

A. Yes. We will distribute a full vendor list, with the MBE vendors noted.

Explain the MBE portion.

A. The goal is 35%. In this case we hope it will be a true partnership. DHCD is very aggressively supporting the Maryland MBE program. If you need a list of

MBEs for this work you can call MDOT (Maryland Department of Transportation) or you can call the DHCD Fair Practice Officer, Brien Boone at 410 514 7019.

Even though we are an MBE do we still have to have a 35% partner MBE?

A. Yes. And you may use several different vendors to make up the 35% if you wish.

Will anyone who does not take an MBE partner or partners be declared nonresponsive?

A. No. You can file for a waiver if you have a legitimate reason you are unable to fulfill the MBE goal of 35%. You must be very careful to complete all of the necessary forms pertaining to MBE participation/waiver. Attachments D1 and D2 must be submitted. You should be advised that waivers are not granted easily. If the Department did not feel an MBE could partner in this work we would not have established the goal.

Is there a set number of MBEs used to make the goal of 35%?

A. No. You may use one or several vendors to make up the 35%. There are no subgoals.

What was the MBE goal the last time this work was out for bid?

A. 25%

Can a Prime Contractor change the MBE that has been selected if there is a good reason, i.e. volume in a certain location?

A. Yes, you may add or delete MBEs. But you must go through the DHCD Fair Practice Office, and you must resubmit proper forms; and you should not do so without a compelling reason.

If, because this will be a new business relationship, we find we have concerns about the reliability or work product of the MBE we have selected, what can we do?

A. Document the reason for the need to change the MBE. Call the Fair Practice Office (Brien Boone) and let him know, and he will help you. This also applies to a situation where the MBE has concerns about the Prime Contractor, for example, if the MBE is not getting work. The Fair Practice Office is there to help the Contract run smoothly for your partnership. The Monthly Reports are also good indicators to us of how the Contract is proceeding.

Do Inspectors for this work have to be licensed with the State of Maryland?

A. No.

How many properties are there; and where are they? How many units are represented?

- A. There are currently 600 multi family properties, within a fairly wide geographic distribution throughout the state. They are in Western Maryland and the Eastern Shore and all though the state. The heaviest concentration is in the Greater Baltimore Area. The buildings could be from 10 to 200 units. There are about 14,000 unites in all.

What was the term of the original Contract?

Two years, with three one year renewal options.

Will all 600 properties be inspected?

A. It is a shared responsibility with our staff of Asset Managers. It is estimated that it will be 250-300 per year; but that is an estimate. There is also a possibility of work deriving from the recent government stimulus packages for units that will have "rehab in place". This might boost the portfolio to be inspected.

Do we have to have the Performance Bond in place to win the Contract?

A. The Performance Bond has been removed from the RFP, by amendment. Other insurance requirements are in place until further notice.

Please clarify the deadline for submission of the proposals.

A. The deadline is 2:00 p.m. December 29, 2009.

Are there any other RFPs out that involve asset management services?

A. We will be releasing an RFP for review of annual audited financial statements of these multi family projects, probably in January, 2010.

Regarding the Physical Needs Inspection, is there a more elaborate form we would be using?

A. We generally confer with the Contractor and accept their format or some variation thereof.

Is there a possibility that more than one Prime Contractor will be selected?

A. No. We have determined that the volume of work can be handled by one Prime.

Is DHCD looking for suggestions for green alternatives in the materials used for repairs and rehab?

A. At this point our role is to monitor the physical and financial stability of the project.

May we make modifications to the standard form, for example, to address common area?

A. We will discuss any modification requested by the new Contractor.